Occupancy.xls

These templates provide a means for monitoring the rate of ride sharing (carpooling) in a corridor. There is one file for each lane, at a particular location. These templates are in a specific format and **must not be modified**. There are three parts to be filled out.

1) **The header information:**

Request Number	The request number associated with the particular count
Job Number	The job number associated with the particular count
Location	The location where the count is conducted
Date	Date the count is conducted
Total Lanes	Total number of lanes
Direction	The direction of the lanes being counted (Northbound/Southbound /Eastbound /Westbound)
Start/End Time	Beginning and ending time of the count, per direction
Lane Numbers	The lane number according to the standard format, starting form the primary direction (Northbound/Eastbound) slow lane and counting across the entire road, to the opposing slow lane.
Interval	This signifies the time increments the data is collected (15/60-min)
County	County in which the count is conducted
City/Town	The name of the city/town where count is conducted
Weather	The weather on the day of the count
Recorder	Identifies for the person performing the count
Records	This is a calculated field, got from the other information in the header Do not enter any thing in this field

2) **The vehicle data section:**

The count is done in the given time intervals.

1/2/3/4/5+	The number of vehicles with the given number of occupants
Vanpools	Number van pools in an interval
Buses	Number of busses in an interval
Trucks	Number of trucks in an interval

3) **Comments section:**

This contains any special notes or comments for the particular count, like "**Lane 3 was shut down between 3:00 and 5:15 due to accident**"